



Posted: March 26, 2004

**REQUEST FOR PROPOSALS
DEPARTMENT OF PUBLIC WORKS
STRUCTURAL ENGINEERING SERVICES – FY 2004**

The City of Norfolk is requesting proposals from qualified and competent engineering firms, licensed to do business in the Commonwealth of Virginia, for the purpose of entering into a contract through competitive negotiations to perform professional engineering services. Other related government organizations or agencies may be allowed to issue work orders under this contract, as permitted by the City. The City intends to enter into a renewable annual agreement with one or two selected firms to provide the services on a per request basis. The Consultant(s) will be provided a scope of services for each work assignment. Services requested will include, but are not limited to the following:

- Conduct structural engineering inspections, evaluations of public facilities, and/or prepare reports.
- Perform structural engineering design for small projects, including preparation of cost estimates, preliminary design, final design, full contract drawings and specifications, and construction document reproduction services.
- Provide construction administration services which may include the following: assistance in pre-bid meetings, bid review and recommendations, and pre-construction meetings, holding on-site meetings with the contractor and/or property owners, conducting civic league meetings and public relations work, shop drawing review, issuing change orders, making periodic visits to the site to review progress of the work, conducting final and warranty inspections, and preparing as-built drawings for projects.
- Conduct incidental site survey (property, topographic, hydrographic, volumetric, and horizontal/vertical control surveys).
- Provide ad hoc professional services as directed by the Director of Public Works.

In no event should your entire proposal exceed 20 sheets, including covers, tabs, dividers, attachments, and other accompanying information. You are permitted to utilize the reverse side of sheets. Your proposal should address the proposed work and include details of the project team, including resumes of key personnel, profiles of the firm's principals, staff, and facilities, and previous experience with similar types of projects, including scope of work, client, project status, and year work was performed. Include statements concerning the availability of staff to perform the work in the allotted time. Finally, a written statement attesting that the firm maintains an errors and omissions liability policy with a minimum limit of \$1,000,000 should be included.

The City of Norfolk encourages all qualified minority and disadvantaged businesses to submit a proposal for this project. Information shall be provided on any proposed minority participation, either in terms of personnel within your organization or the use of an outside consultant.

A selection committee representing the City will review and evaluate all proposals submitted. The proposals will then be ranked in order of qualifications, general experience and reputation of the project team. The committee shall engage in individual discussions with three or more firms deemed fully qualified, responsible, and professionally competent on the basis of initial responses. After completion of the interviews, the committee shall select, in order of preference, two or more firms whose proposed services are deemed most meritorious. At that time, and upon approval by the City Manager, the committee will enter into negotiations with the first choice firm(s) to determine agreeable terms of compensation for service. If negotiations cannot be successfully completed with the first choice firm(s), the committee will enter into negotiations with the second choice firm. Upon completion of negotiation, a formal contract agreement will be prepared and executed by the City and the Consultant.

All proposals are due in the office of the Director of Public Works, 7th Floor, City Hall Building, Norfolk, Virginia, 23510, no later than **5:00 p.m., Thursday, April 15, 2004**. Five (5) copies of this proposal shall be submitted. Should there be any questions concerning this proposal, please contact Tammy Halstead of the Structural and Waterfront Bureau at (757) 664-4638.

Sincerely,

John M. Keifer
Director